

COMMERCIAL GRADE DEDICATION RECORD

Step1. General Information on the Item or Service:

PRODUCT/SERVICE:		PR/REQ #
DOCUMENT THE FOLLOWING: (Catalogue Data, Serial #, etc.):		
SOFTWARE NAME:		VERSION:
SOFTWARE OPERATING SYSTEM:		VERSION:
SUPPLIER INFORMATION IF KNOWN		
SUPPLIER:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:		FAX NUMBER:

Step 2 - Commercial Grade determination:

Item or service description:		
End use description:		
Commercial Grade applicability determination	Yes	No
The item or service meets definition of commercial grade item	<input type="checkbox"/>	<input type="checkbox"/>
The item or service performs a safety function	<input type="checkbox"/>	<input type="checkbox"/>
Note: If both of the above questions have been answered no, then the item or service cannot be dedicated		

Step 3 - Technical Evaluation

Identify the Safety function of the item or service:
Identify performance requirements for the item or service (include specific service conditions as applicable)

Check only which is applicable <input type="checkbox"/> Like-for-like replacement Basis:
<input type="checkbox"/> Equivalent item Basis:

Step 4 - Identification of Critical Characteristics for Acceptance:

No	Critical Characteristic	Description	Acceptance Criteria	Acceptable Yes/No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Step 5 - Identify acceptance methods (reference Exhibit C of LMS-PROC-116, check all that apply)

Method	Acceptance Criteria	Acceptable Yes/No
<input type="checkbox"/> Method 1: Special Tests, Inspections, and/or Analyses		
<input type="checkbox"/> Method 2: Commercial Grade Survey of the Supplier		
<input type="checkbox"/> Method 3: Source Verification of the Item or Service		
<input type="checkbox"/> Method 4: Acceptable Supplier / Item / Service Performance Record*		

* Note: Method 4 cannot be used alone it must be used in conjunction with Methods 1, 2, and/or 3

OTHER INFORMATION RELEVANT TO PRODUCT ACCEPTABILITY

Note: Attach supporting documents and records

Step 6 - Approvals

Commercial Grade Acceptance		
Acceptable for Use: <input type="checkbox"/> Yes or <input type="checkbox"/> No		
Initiator	_____	Date _____
	Print and sign	
Division QAR	_____	Date _____
	Print and sign	
Design Authority	_____	Date _____
	Print and sign	
Facility Manager	_____	Date _____
	Print and sign	
ESQ-QA	_____	Date _____
	Print and sign	